

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: December 20, 2017

Closing Date: January 2, 2018

**PARALEGAL
Felony Screening Unit, Criminal Division
Kent County**

Job Responsibilities and Duties:

This Paralegal will be assigned to the Felony Screening Unit, Criminal Division, in Kent County, and will provide general paralegal support to the Deputy Attorney General and other personnel assigned to that unit. Primary responsibility is to provide paralegal support by reviewing and analyzing legal documents and drafting documents. Paralegal will maintain and review files, conduct intake interviews with police officers, prepare litigation documents, investigate case-related issues and facts, and coordinate research, investigative reports and case preparation for the Felony Screening Unit. The paralegal will also provide support for personnel working with the Special Law Enforcement Assistance Fund (SLEAF), and will sometimes be assigned to work on special projects and assignments for the Chief County Prosecutor and for other Deputy Attorneys General in the Kent County office. Applicant must demonstrate strong organizational and computer skills and be able to work accurately and independently within strict time frames.

Minimum Qualifications:

No less than five (5) years of employment with the Delaware Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link)

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.